



Department of Behavioral & Social Sciences

Professional Counseling Degree Program

Counseling 6000 ~ Practicum

Application Agreement

(Student Name)

In pursuit of

Master of Arts in Counseling

The practicum has to be a non paid position because the student is expected to be in a trainee role with minimal responsibilities; when they are being paid it is a red flag that they are not strictly training.

The internship can be paid but it is also to be a new experience for the student, i.e., a student cannot use her daily job to complete hours for internship as the definition of internship is that it is a mentored experience in which the student is developing NEW skills and habits. If she wants to complete her internship hours at her place of employment, she will have to document that her internship hours are separate from the hours that she works for her paycheck; if she works 9-5, M-F, she will have to log that she completed her internship after 5p and or before 9a. School counseling interns like to take this route but they and their supervisor have to agree that the intern will only complete hours during her off hours from teaching, i.e., before school starts, after school starts, and on her breaks.

General Information and Procedures

- The student is responsible for correctly handling this document.
- Appendix B, *Student Practicum Proposal*, must be filled out completely and returned to the Counseling Program Coordinator or Counseling Advisor at least **one term prior to the one in which the Practicum** is to take place unless otherwise notified by the counseling program coordinator or counseling advisor.
- All practicum students are required to carry professional liability insurance (PLI). Professional liability insurance can be purchased through Healthcare Provider Services Organization (www.hpsso.com) and other private insurance carriers. Also, student membership in the American Counseling Association (www.counseling.org) includes PLI.
- *Proof* of PLI is required *previous* to counseling clients associated with the practicum experience.
- Some field experience sites require proof of University insurance in addition to student insurance. If the site requires this, contact your counseling program coordinator or fax the *Request for Insurance* form, found on page 11 of this document, to the home campus in Webster Groves, MO.
- Students are required to know and abide by the American Counseling Association *Code of Ethics* (2005) while participating in the counselor education program with Webster University.
- Students are required to read this Agreement in total and abide by the contents.
- Students will use required consent forms (see instructor) with all clients and file copies of the consent forms with the site supervisor in a secure location.
 - Note that even in cases where students are completing practicum experiences with schools (minor clients), consent forms must be on file with the school previous to the practicum student counseling the client, i.e., client parent or guardian must have provided consent for the student to counsel the minor.
- The Practicum is an initial, introductory clinical field experience in which the student provides 100 hours of onsite counseling services, 40 hours of which are considered direct service, e.g., face to face counseling services with individuals, couples, families, minors, and or groups.
- The practicum experience is required to be supervised by a licensed professional counselor (LPC); licensed mental health counselor (LMHC); licensed clinical professional counselor (LCPC); certified school counselor (for school guidance and counseling emphasis registered students only); licensed psychiatrist; or licensed psychologist.
 - Check individual states licensing boards for use of a licensed clinical social worker (LCSW) or licensed marriage and family therapist (LMFT) as an approved clinical supervisor for the field experience component of the educational requirements toward licensure in your state.
- The site supervisor is required to retain appropriate and related credentials approved by the state licensure board and *provide copies of those credentials (licensure and or certification) with this packet.*
- The practicum experience may NOT be the student's ordinary employment.
- Practicum students are required to attend a minimum of 90 minutes per week of group supervision on campus with the practicum instructor AND a minimum of 50-60 minutes of individual or triadic supervision per week with the site supervisor.
- Supervision attendance is a requirement. Absences from group supervision or individual supervision will result an arrest of all clinical counseling sessions by the student until the student receives supervision for that week. In other words, if a student is absent from group or individual supervision, they must cancel counseling sessions until they have attended group or individual supervision for the week. This will slow the accumulation of clinical hours.
- Some campuses utilize the "Course Completion Record." See your practicum instructor for more information and requirements regarding such.
- Any disregard for any component of this Agreement may lead to dismissal from the field experience and

from the counselor education program with Webster.

Participation in a clinical field experience requires a professional and personal commitment on the part of the student. Webster University faculty and staff commit to the highest standards in counselor education training and supervision. The student must commit to the commitment to pursue the 100/40 hours within the 10 week time frame. Understand that grades of Incomplete will not be provided. Students who do not complete the 100/40 hours within the 10 week time frame will be required to register for a second practicum and participate fully in that practicum until the 100/40 hours are completed. Permission from Practicum instructor, site supervisor, and Counseling Program Coordinator is required to extend the 100/40 clinical practicum hours beyond the initial 10 week time frame.

Organizing your Practicum Experience

- It is the student's responsibility to secure a Practicum site.
- Counseling students should begin exploring desired practicum sites approximately 6-9 months previous to beginning the practicum course (COUN 6000).
- After preliminary contacts by the student have narrowed the list of possible practicum sites, the student will arrange interviews with the site supervisors at those sites with which the student has interests and the university has approved.
 - In this interview, the student will provide this *Practicum Agreement* for review with the site supervisor and provide one copy to the site supervisor.
 - Student will also provide one copy of resume to the site supervisor
- Providing the student and the Practicum site supervisor agreed upon the specifics of this *Practicum Agreement*, the student must submit copies of the signed *Practicum Agreement* to the COUN 6000 instructor prior to the first class meeting. (NOTE: This *Practicum Agreement* will not be accepted without the signatures of the student and the Practicum site supervisor.)

Roles and Responsibilities of the Counseling Degree Program/Faculty Supervisor

The following pertains to the Webster Counseling Degree program and the roles and responsibilities of the faculty supervisor (instructor).

1. Webster University faculty and staff commit to the **highest standards** in counselor education training and supervision. The training practicum experience is aligned with professional standards (Cacrep, 2008) and *ACA Code of Ethics* (2005).
2. The Practicum course (COUN 6000) is a 9 week term. Instructing and preparation for a practicum experience may involve implementation of the course contents previous to the beginning of the 9 week term. Instructors may find that the Agreement and protocol for Practicum must be organized some weeks prior to beginning the actual 9 week term. It is also an acceptable option to extend the close of the 9 week term by one week, thereby meeting for potentially 10 weeks.
3. Grades of **Incomplete will not be provided** for field experience. Students who do not complete the 100/40 hours within the 9 week time frame will be required to register for a second practicum and participate fully in that practicum until the 100/40 hours are completed. Permission from the practicum instructor, site supervisor, and Counseling Program Coordinator is required to extend the 100/40 clinical practicum hours beyond the initial 9 week time frame.
4. Evaluations are a required component to the practicum. The COUN 6000 instructor will provide blank copies of the student evaluation (See Appendices D1 and D2) to be completed by the site supervisor, at the beginning the term for review, the midterm for immediate submission/return, and the end term for immediate submission/return. The instructor will also provide blank copies of any other evaluations to be used within the practicum experience at the beginning of the term and completed copies to the student at the end of the term at the students request..
5. The university instructor is required to contact the site supervisor **bi-weekly** to attain updated supervisory comments/notes on the skill development of each practicum student and to document such notes for each practicum student. The practicum instructor will communicate any concerns to the student at the time that the concern is voiced by the site agency to the instructor.
6. Unlike previous terms, a site visit to the site is not necessary. However, all site supervisors must participate in the **site supervisor orientation**. This orientation will be provided at the Webster University campus to all supervisors and delineate the counseling degree field experience requirements. The counseling program coordinator will coordinate the site supervisor orientation each year.
7. Webster University may provide **professional development** for site supervisors in the form of the supervisor orientation and, potentially, other professional development meetings.
8. Program faculty members serving as individual or group practicum/internship supervisors have a doctoral degree and/or **appropriate** counselor education related degree and supervision **preparation**, relevant experience and appropriate credentials/licensure in counseling, and relevant supervision training and experience.
9. The university counseling program coordinator or designee or practicum instructor will **approve students** for placement in the practicum setting and review and approve this *Practicum Agreement*, and Appendix B, *Student Practicum Proposal* for the designated term.
10. The practicum instructor agrees to provide a minimum of 90 minutes of group supervision per week during the practicum including instruction on definition and components of group supervision; observation of each student's skills development, evaluation, and documentation of such observation; instruction on counselor safety, crisis intervention, self-care, and mandatory reporting ("hotlining"). Instructors agree to integrate the site supervisor's comments regarding each student into the 90 minutes of group supervision. Certain aspects of confidentiality should be treated accordingly.
11. The practicum instructor agrees to make available **consent forms** and instruction on such for the practicum experience and collaborate with field experience site supervisors regarding securing of consent forms.

Consent forms and other client documentation (case notes) will remain in a secure setting at the practicum site.

12. The practicum instructor agrees to provide training on **crisis counseling** including assessing for suicide, harm to self or others, and duty to warn early in the practicum experience.
13. The practicum instructor agrees to train the practicum student according to **counselor safety** in the counseling session.
14. The practicum instructor agrees to train the practicum student on the importance of **self-care** strategies while participating in a clinical experience.
15. The practicum instructor agrees to train the student on **mandatory reporting** (hot-lining) of abuse and neglect situations.
16. The practicum instructor agrees to **pursue continuing education** in supervision.
17. The practicum instructor agrees to oversee **adherence to ACA Code of Ethics** by practicum students.
18. The practicum instructor agrees to train on **termination and referral** of client.
19. The practicum instructor agrees to inform each practicum student as to his/her **right to terminate supervision** with due notice. Students and instructors are advised to work out personal differences before moving to termination of relationship as termination may lead to dismissal for the student and or the instructor and may require additional terms in field experience to complete the required hours.
20. The practicum instructor agrees to consider providing **additional individual supervision** (no more than 1-3 sessions) for practicum students experiencing difficulty (to the point of being unprepared for COUN 6500) in development of counseling skills, interpersonal skills, openness to supervision, and or other skills related on the skills evaluation form.
21. The practicum instructor agrees to provide **personal contact information** to the practicum student and site supervisor for occasions when the student or supervisor may need immediate consultation.
22. The practicum instructor agrees to **assign grades** after consultation with the on-site supervisor.

*Overall, the university is responsible for **orienting** the site supervisor to the Webster University counselor preparation/training program, **observing and evaluating** each student's skills development, **training** the student on necessary skills development, **documenting** evaluations and client consent forms, **communicating regularly** with the site supervisor, **practicing/training** according to the ACA Code of Ethics, and **maintaining** relationships with area field experience sites.*

Roles and Responsibilities of the Counseling Student

The student is required to:

1. Have **completed** six of the core courses before registering for a practicum, which must include COUN 5800 and COUN 5020;
2. Meet and or talk with the campus counseling program coordinator to **receive permission** to enter the practicum and to discuss possible sites;
3. **Use their counseling and interpersonal skills when interacting** with peers, faculty, and site supervisors, as well as clients while pursuing clinical field experience hours;
4. **Abide by the rules and procedures** as practiced at the field experience site unless those practices clearly constitute unethical practice. Should the student suspect the latter, the student is required to immediately contact the practicum instructor for further professional guidance.
5. **Provide** the *Site Supervisor Agreement to Supervise* (Appendix D) and this *Agreement* for your site supervisor's signature and turn into the COUN 6500 instructor at the designated date.
6. **Turn in** the *Student Acknowledgement* (Appendix C) to your Faculty Supervisor/Instructor of COUN 6500 on the first night of class.
7. **Commit to pursue** the 100/40 hours **within the 9 week** time frame. Grades of Incomplete will not be provided. Students who do not complete the 100/40 hours within the 9 week time frame will be required to register for a second practicum and participate fully in that practicum until the 100/40 hours are completed. Permission from Practicum instructor, site supervisor, and Counseling Program Coordinator is required to extend the 100/40 clinical practicum hours beyond the initial 9 week time frame.
8. **Complete and sign** the *Student Practicum Proposal* (Appendix B) and return it to the campus counseling program coordinator. One copy will be placed in your permanent file.
9. **Complete** the *Weekly Clinical Hours Log* (Appendix G) and provide weekly to the site supervisor for signature. Retain all logs now and beyond graduation for licensure requirements. Instructor may require a copy, yet, maintaining one copy or the original is your responsibility.
10. **Review** the *Evaluation of On-site Supervisor and Site by Student* form (s) (Appendix F) to be familiar with those aspects on which you will evaluate the supervisor and the counseling degree program.
11. Alert the university instructor to any interpersonal difficulties with site supervisors **as soon as they arise**. Understand that it is **intern's responsibility** to maintain good interpersonal skills and relationships with the site supervisor and those persons on site.
12. **Meet with on-site supervisor** for a minimum of 50-60 minutes per week; these hours may be individual or triadic supervision unless otherwise required by state licensure educational requirements. Some states require the supervisor meet with practicum students for a minimum of one hour for each ten clock-hours.
13. **Contact the on-site supervisor** with any client emergency (or any suspicion of client emergency) and contact the university supervisor with a verbal report on the client emergency after contacting the site supervisor or if the on-site supervisor is not readily available.
14. **Maintain openness to supervision** (by the on-site supervisor, university instructor supervisor, and group supervision) during the practicum.
15. Meet with the university instructor for evaluation outside of group supervision **when requested**.
16. **Understand** that the university instructor supervisor, after review of the on-site supervisor's evaluations and midterm and end term evaluations, will determine if the practicum student is prepared for internship (COUN 6500) or needs further skills training prior to moving into internship (6500).
17. **Follow and attend to all policies** and professional activities and procedures of the practicum site (unless you have concern that the practice is unethical--if you suspect the latter, contact your university instructor supervisor immediately for clarification).
18. Check the course syllabus for pertinent details. It is the **student's responsibility to complete all of the requirements** that are listed in the Practicum syllabus.

19. **Provide a copy** of the signed client *Informed Consent and Statement of Confidentiality* (Appendix H) to each client and maintain a copy for your records in a secured location at the practicum site. The Student Counselor, client, and site supervisor are required to sign the consent form. In regard to practica at school sites, the practicum student will verbalize all consents (informed and confidentiality) to the client/student and require the guardian of the client/student to sign the consent forms. The on site supervisor may coordinate and require the guardian's signature, which relieves the student of doing so; yet, the student must still verbalize to the minor client an informed consent and a statement of confidentiality in age appropriate language. All consent forms relating to a minor at a school will be maintained by the site supervisor.
20. **Complete** the *Evaluation of On-site Supervisor and Program by Student* form (Appendix) at the end of the term.

It is your responsibility to follow all of the instructions outlined in this packet and to provide all of the information required in executing the steps outlined in this packet, including those intended for your designated on-site supervisor. Please be sure that you fully understand all of your responsibilities at the outset and if clarification is necessary, contact the Counseling Program Coordinator and/or the practicum university instructor asap.

Overall, the student is responsible for locating the field site in a timely manner, providing this agreement to site supervisors in a timely manner, evidencing an appropriate development of counseling and interpersonal skills and an openness to supervision during the experience, regular attendance in group and individual supervision, practicing according to the ACA Code of Ethics, and sharing self growth experiences with peers in group supervision. Students are required to follow the deadlines for completion of portions of this packet at the time that their campus requires the documents.

Roles and Responsibilities of the On-Site Supervisor

The following guidelines provide useful information to students and supervisors about the intended nature of the Practicum and about the responsibilities of the professional personnel who are directly involved, especially the on-site supervisor.

The Practicum on-site supervisor is responsible for providing a student with the individualized supervision consistent with the requirements/responsibilities that are outlined in this COUN 6000 Counseling Practicum Agreement. The on-site supervisor is responsible for reporting on the student's performance to the Webster University COUN 6000 practicum instructor supervisor.

On-site supervisors must have the following qualifications:

1. A minimum of a master's degree in counseling or a related profession (psychology or psychiatry; clinical social work and marriage and family therapists, depending on state requirements) with equivalent qualifications, including appropriate certifications and/or licenses (e.g. LPC, LMHC, LP, MD/P; LMFT and or LCSW in permitting states).
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled (i.e., clinical mental health counseling and or school counseling)
3. Knowledge of the expectations, requirements, and evaluation procedures of the Webster University Counseling degree program. A site supervisor orientation will be provided.
4. Relevant training in counseling supervision.

Regular supervision is essential to the success of the Practicum.

- a. The Webster University practicum instructor supervisor will maintain biweekly contact with each on-site supervisor by phone, email (no identifying client information, personal visits, or a combination of contact manner.
- b. The Webster University *Site Supervisor Agreement to Supervise* (APPENDIX D) must be completed, signed and provided to the practicum instructor before the student begins the practicum or at a date designated by the Webster campus. A copy of the on site supervisor's license is also required to be in the student's file previous to the practicum beginning.
- c. The counseling program coordinator is available upon request at any time should the need arise. Please call your local campus for the phone number.
- d. Each student will participate in weekly group supervision with the Webster University Instructor of Record.

The on-site supervisor signing this Agreement understands and agrees to the following. As the on-site supervisor, you agree to:

1. Provide the student with **100 hours** of clinical experience on site, 40 of which must be direct contact counseling clients.
2. Provide the student with the **opportunity to practice counseling** in order to demonstrate counseling skills and to receive feedback on his or her performance.
3. **Communicate biweekly** with the university instructor regarding the student's skills development.
4. Train the student according to this Agreement and including but not limited to use of appropriate consent forms (Appendix H) and adherence to the ACA *Code of Ethics* (2005).
5. **Provide a secured location** for retaining client records and maintain records according to state legal

requirements.

6. **Observe** the student's counseling skills regularly through live supervision, co therapy, video and or audio tape, or some other acceptable form of observation.
7. **Evaluate** the student's skills each week in weekly supervision (Appendix E) and provide direct and clear communication regarding skills improvement.
8. Regularly **document** the student's skill development and share those documents with the student and the instructor.
9. **Provide the student with** the policies, professional activities and procedures, and legal responsibilities of the practicum site.
10. Complete **weekly, mid-term, and end term evaluations** (See Appendix E) of the student's performance.
11. **Provide input** to the counseling degree program at Webster University when requested. Input may include but is not limited to feedback regarding the program, instructor, and or student.
12. **Provide evidence (copy) of appropriate license** (LPC, LMHC, LP, or MD; or school counselor certification and or licensure in NM and FL only; LMFT or LCSW when acceptable by state licensure board) with return of this *Practicum Agreement*.
13. **Provide emergency contact information** to the practicum student for occasions when the student needs immediate consultation such as with potential client harm to self or others.
14. Agree to contact the course instructor at earliest convenience (within 48 hours) on any occasion in which #13 above occurred, i.e., report to the course instructor any crisis or emergency supervision that occurred with the intern.
15. **Not expose** the practicum student to clients and situations known to be outside of the level of competence of the student.
16. **Not expose** the practicum student to clients known to be a danger to self or others.
17. **Not expose** the practicum student to clients known to have infectious disease(s) or place them in a setting that may expose them to infectious disease.
18. **Sign** the practicum student's *Weekly Clinical Hours Log* (Appendix G) confirming student's log of hours and work.
19. **Review** the *EVALUATION OF ON-SITE SUPERVISOR AND SITE BY STUDENT* (Appendix F) to be familiar with those aspects on which the student will be evaluating the site and supervisor.
20. Complete the *Site Supervisor Agreement to Supervise* (Appendix D) and this *Agreement* and give to the student/supervisee to turn into the COUN 6000 instructor.
21. **Attend** the Webster University supervisor orientation next located on (date) _____ at (location) _____. Call (name of contact person) _____ at (phone number) _____ for information.

Overall, the site supervisor is responsible for collaborating training efforts with the university supervisor/instructor, communicating regularly with the university supervisor, training the practicum student on clinical counseling on site, and adhering to the ACA Code of Ethics while training the practicum student.

The Counseling degree program at Webster University greatly appreciates the professional input and participation of On-site Supervisors in the training of its students. The ultimate success of that training is assured when the On-site Supervisor's input and participation is maximized. We thank you in advance for your cooperation and collaboration.

List of Appendices:

Appendix A, Request for Certificate of Insurance <i>(for those students with practicum sites that require evidence of Institutional professional liability insurance: Fax or email this document to Kathleen Crabdree @ 314-963-6929 or crabdrak@webster.edu who will facilitate forwarding this document to Daniel & Henry Co for said copy of PLI.)</i>	page 12
Appendix B, Student Practicum Proposal <i>(Complete and return to the Counseling Program Coordinator or Counseling Advisor at least one term prior to the one in which the Practicum is to take place unless otherwise advised) (A copy of this form will be returned to you after your site has been approved)</i>	page 13
Appendix C, Student Acknowledgement <i>(Complete and turn into your practicum instructor at first class)</i>	page 14
Appendix D, Site Supervisor Agreement to Supervise <i>(Complete and turn into your practicum instructor previous to classes beginning)</i>	page 15
Appendix E, Professional Skills Evaluation <i>(Instructor and or supervisor complete this form weekly per relative skills; and completely at the midterm, and end term; review standout strengths and challenges with student at midterm and end term)</i>	page 16
Appendix F, Evaluation of On Site Supervisor and Site by Student <i>(Complete this and turn in to practicum instructor by last week of course)</i>	page 20
Appendix G, Weekly Clinical Hours Log COUN 6000 Practicum and COUN 6500 Internship <i>(Complete one of these forms for each week that you participate in practicum and provide a copy to the instructor; maintain a copy of each weekly log for licensure purposes)</i>	page 22
Appendix H, Informed Consent and Statement of Confidentiality <i>(To be copied and provided to each client with original placed in client file)</i>	page 23

APPENDIX A
Webster University
Professional Counseling Degree Program

Request for Certificate of Insurance

*(for those students with practicum sites that require evidence of Institutional professional liability insurance:
 Fax or email this document to Kathleen Crabtree @ 314-963-6929 or crabdrak@webster.edu who will
 facilitate forwarding this document to Daniel & Henry Co for said copy of PLL.)*

Attention Agent:	Angel Zeilman	Fax #: xxx-xxx-xxxx
Requested by Instructor:		
Institution:	Webster University	
Date Cover Requested:		
Date Coverage Required:		

Coverage(s) Required:	<input type="checkbox"/> General Liability	<input type="checkbox"/> Automobile Liability
	<input type="checkbox"/> Automobile Physical Damage	<input type="checkbox"/> Property
	<input type="checkbox"/> Excess Liability	<input type="checkbox"/> Crime
	<input type="checkbox"/> Excess Workers' Compensation	<input type="checkbox"/> Trustees Errors & Omissions
	<input checked="" type="checkbox"/> Limited Professional Liability	
	<input type="checkbox"/> Other: (please specify)	

Status: <div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 10px auto;"> None of these need to be checked for the counseling student. </div>	<input type="checkbox"/> Additional Insured	<input type="checkbox"/> General Liability <input type="checkbox"/> Auto Liability
	<input type="checkbox"/> Loss Payee	<input type="checkbox"/> Excess Liability
	<input type="checkbox"/> Mortgagee	<input type="checkbox"/> Auto Physical Damage <input type="checkbox"/> Property
	<input type="checkbox"/> Other: (please specify)	<input type="checkbox"/> Crime

Description: *Please include description and value for property locations, automobiles, and leased equipment. Please reference if certificate is required for a special event or time frame.*

COUN 6000 Counseling Learning Practicum

Student: _____ **ID#:** _____

Practicum Site: _____

Address: _____

Address: _____

City, State & Zip _____

Transmittal Instructions: *In an effort to reduce expenses, we prefer to transmit certificates via fax. Should you require a mailed original, please advise under special instructions below.*

Insured: Fax Regular Mail Overnight Mail **Attn:** _____ **Fax #:** _____

Counseling Site: Fax Regular Mail Overnight Mail **Attn:** _____ **Fax #:** _____

Copy: Fax Regular Mail Overnight Mail **Attn:** _____ **Fax #:** _____

Special Instructions: *Please include contact name, mailing address, and phone no. for certificates sent via overnight and regular mail.*

Date to start coverage: _____ **And continue coverage through:** _____

Please attach a copy of your Appendix B and any other documents which apply to the insurance requirements of the Certificate Holder.

APPENDIX B
Webster University
Professional Counseling Degree Program

STUDENT PRACTICUM PROPOSAL

*(Complete and return to the Counseling Program Coordinator or Counseling Advisor at least one term prior to the one in which the Practicum is to take place unless otherwise advised)
(A copy of this form will be returned to you after your site has been approved)*

This Application must be filled out completely and returned to the Counseling Program Coordinator or Counseling Advisor at least one term (unless otherwise advised) prior to the one in which the Practicum is to take place. Indicate starting term and year of Practicum experience:

Spring I _____ Spring 2 _____ Fall I _____ Fall 2 _____ Summer _____

Student Name: _____ Phone: _____

Address: _____

Briefly describe your special areas of interest in the field of Counseling. What would you like to accomplish in the Practicum experience?

Is there a particular agency or setting in which you want to do your Practicum? If so, where?

Are you currently employed in the agency, school, institution, or setting mentioned above?

Is there any other information (e.g., previous experience), which you believe may be beneficial to the On-site Supervisor?

Practicum Site: _____ Phone: _____

Address: _____

Site Supervisor: _____ Contact Phone: _____

Appendix C
Webster University
Professional Counseling Degree Program

STUDENT ACKNOWLEDGEMENT:

(Complete and turn into your practicum instructor at first class)

(A) I hereby attest that I have read and understand the American Counseling Association (ACA) *Code of Ethics* (2005) and will practice my counseling in accordance with these standards. I further understand that any breach of this Code or any unethical behavior on my part will result in my receipt of a failing grade in the Practicum and written notification of such behavior will be placed in my permanent record.

www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx? .

(B) I understand that all students must carry professional liability insurance and such insurance is available through the American Counseling Association at 1-800-347-6647 x284 or their website www.acait.com/students/index.cfm or www.hpsoc.com/students/studentindex.php3. Attached is a photocopy of my insurance.

(C) I understand that it is my responsibility to keep my Practicum supervisors (On-site Supervisor and Webster University Instructor of Record) fully informed regarding my Practicum experience.

(D) I understand that I will not be awarded a passing grade until I have demonstrated in the Practicum a specific minimal level of Counseling knowledge, skills, and attitudes.

(E) I further understand that it is my responsibility to attend all classes and supervisory sessions fully prepared as outlined in the Practicum course requirements. If any sessions are not attended, or attended without my full preparation, they will not be counted toward the fulfillment of the minimal Practicum requirements.

Student Name: _____

Student Signature: _____

Date: _____

APPROVAL OF PROPOSAL:

Counseling Coordinator: _____

(Signature)

Date: _____

APPENDIX D
Webster University
Professional Counseling Degree Program

Site Supervisor Agreement to Supervise
(Complete and turn into your practicum instructor previous to classes beginning)

Today's Date: _____

Practicum Start Date: _____ Practicum End Date: _____

I, _____, agree to supervise _____, counselor in training (student) at Webster University, _____ (name campus location).

I have read the attached Practicum Agreement. I understand and agree to carry out the role and responsibilities of the On-Site Supervisor for this practicum experience as listed within.

I agree to meet with the counselor in training a minimum of one 50 minute session per week. That meeting will take place on _____ (name weekday) at _____ (name time) at _____ (name location of supervision).

I have attached a copy of my license as an LPC, LMHC, LP, or MD (psychiatrist); or a copy of my certification as a school counselor.

I agree to supervise this student according to the *ACA Code of Ethics (2005)*.

Appendix E
 Webster University
Professional Counseling Degree Program

Professional Skills Evaluation

*(Faculty Supervisor/Instructor and On-Site Supervisor complete this form weekly per relative skills; and completely at the midterm, and end term; review **standout strengths and challenges** with student at midterm and end term)*

Student Name _____ Today's Date _____
 Course #/Title _____ Term _____
 Name of Instructor/Supervisor completing this form _____

*Supervisor, please complete the following evaluation on each student using the scale to the right where **1 equals proficient, 2 equals beginning evidence needs more attention, 3 equals severely deficient/not observed but necessary for this course, and 4 equals not observed and or not necessary for this course.** This evaluation is to be completed at the midterm and end term for COUN 5020, 5100, 5600, 5610, and any other course an instructor chooses; **the form is to be completed each week and at the midterm and end term for all students in COUN 6000 and 6500.** Students evidencing deficient skills require a personal meeting with the instructor at midterm and or end term to discuss results and recommended next steps.*

One copy of this form is to be placed in official student file and one with student; original to be on file with instructor/faculty supervisor.

Basic Counseling Skills <i>(begins evidencing in clinical courses; evidences proficiency by completion of Practicum, 6000)</i>	1	2	3	4
Demonstrates empathy in all professional relationships				
Demonstrates unconditional positive regard in CL relationship				
Demonstrates development of therapeutic alliance with CL				
Demonstrates appropriate body language with CL including eye contact, body position, and distance from CL, taking into consideration social and cultural norms of the CL				
Demonstrates facial expressions congruent with language				
Tone is appropriate for counselor role				
Demonstrates respect for and acceptance of the CL				
Is collaborative with CL as evidenced through verbal and body language				
Communicates trust and safety with the CL				
Can hear CL comments in a non defensive manner				
Avoids double questions				
Maintains focus on CL issue as appropriate				
Asks open ended questions				
Summarizes periodically				
Avoids answering the question for the CL				
Can label the CL's feeling(s) whether verbalized or not				
Demonstrates ability to assess for suicidal ideation				
Demonstrates ability to assess for homicidal ideation				
Understands the differences between sexual, physical, verbal, emotional, and				

elderly abuse				
Demonstrates ability to assess for sexual, physical, verbal, emotional, and elderly abuse				
Knowledge of relationship between diagnosis and treatment				
Knowledge of relationship between medications and treatment				
Understands the concept of informed consent and uses regularly with CLs				
Understands the concept of confidentiality and demonstrates appropriate use of confidentiality statements with CLs				
Understands the concept of referral				
Has demonstrated referral of a CL				
Understands the concept of termination				
Has demonstrated use of termination				
Maintains CL focus in session				
Uses silence appropriately (knows when to break)				
Paraphrases accurately				
Reflects CL content				
Reflects CL content with emotion				
Demonstrates awareness of own personal biases				
Demonstrates awareness of own racial identity level				
Demonstrates awareness of own values				
Advanced Counseling Skills (<i>beings evidencing in Practicum, 6000; proficiency in most by completion of Internship, 6500</i>)	1	2	3	4
Confronts CLs with incongruities in a professional and appropriate manner				
Encourages transition of session content to outside functioning				
Interrupts appropriately				
Reflects CL content with emotion and underlying meaning				
Can label the CL's values whether verbalized or not				
Understands the concept of and practices within ones level of competence				
Understands the differences between personal and professional boundaries and demonstrates appropriate use of boundaries in interpersonal interactions				
Understands appropriate application of treatment related to chemical addiction				
Demonstrates understanding of difference between crisis, disaster, and trauma counseling				
Demonstrates appropriate application of systems theory when working within an obvious system (family, couple, group)				
Demonstrates application of no more than one theory in case conceptualization in 6000/practicum and no more than two integrated theories in case conceptualization in 6500/internship (prefer use of only one theory in case conceptualization in 6000/6500)				
Demonstrates ability to integrate selected theory with practice				
Is aware of effect on others				
Understands systems theory				
Is aware of how CNs values impact therapy outcome				
Is aware of how others' cultural differences impact CN's approach and language				
Demonstrates professional comfort with the topic of sex				
Demonstrates professional comfort with the topic of abuse, physical, sexual				

and verbal				
Self-discloses appropriately				
Demonstrates ability to assess for CL cultural and social implications on presenting issues				
Professional Ethics and Manner (<i>evidences proficiency on most skills early in program</i>)	1	2	3	4
Participates every week in class discussions and activities				
Demonstrates professionalism in discussions of conflict or concern related to the counseling program				
Demonstrates manner consistent with a professional CN when managing conflict or concern in the program				
Participates in professional organizations in seminars, workshops, and or other activities that contribute to personal and professional growth.				
Can label professional identification as a counselor				
Demonstrates empathy in all professional relationships				
Application of <i>ACA Code of Ethics (2005)</i>				
Awareness of Social and Cultural Issues (<i>begins evidencing in Practicum, 6000; evidences proficiency by completion of Internship, 6500</i>)	1	2	3	4
Demonstrates awareness of CN's own values				
Demonstrates awareness of how CNs values impact therapy outcome				
Demonstrates awareness of personal biases				
Demonstrates awareness of effect on others				
Demonstrates sensitivity to differences without prejudice; and understands impact of prejudice				
Demonstrates awareness of own racial identity level				
Demonstrates ability to assess for CL cultural and social implications on presenting issues				
Demonstrates ability to label CL cultural and social implications on presenting issues				
Demonstrates awareness of the ways others' cultural differences impact therapeutic approach and session content				
Demonstrates appropriate self-disclosure				
Planning and In-session time (<i>begins evidencing in Practicum, 6000; evidences proficiency by completion of Internship, 6500</i>)	1	2	3	4
Demonstrates appropriate use of theory in relation to case conceptualization skills				
Demonstrates appropriate use of client time in therapeutic manner				
Ability to develop measurable treatment goals				
Can develop treatment goals				
Can implement treatment plan				
Can delineate selected theory according to basic tenets, CN role, how change occurs, therapeutic strategy, tools/techniques, human nature, goals of treatment, strengths and limitations of the theory, and multicultural critiques of the theory				
Conceptualizes a client case in relation to chosen theory				
Demonstrates application of <i>one</i> theory in case conceptualization while in Practicum experience				

Can implement a professional intake interview including psychosocial history and mental status examination				
Can make an accurate DSM diagnosis when appropriate				
Organizes case material sensibly				
Progress notes are clear, consistent, and tied to plan				
Is on time for group and or individual supervision; and client sessions				
Self-growth and awareness (<i>begins evidencing in Foundations; evidences proficiency by Practicum; proficiency necessary for graduation</i>)	1	2	3	4
Understands the concept of and evidences regular practice of self care				
Is aware of effect on others				
Understands the differences between personal and professional boundaries				
Appropriate use of boundaries in interpersonal interactions				
Clinical Supervision (<i>proficiency by completion of practicum, 6000 and necessary to enter Internship, 6500</i>)	1	2	3	4
Takes feedback non defensively				
Responds to instructor in manner consistent with that of a CN				
Is aware of affect on peers and instructor when responding or providing feedback				
Provides feedback to peers in a manner consistent with that of a CN				
Comprehends supervisory feedback and integrates it into next CL session				
Self confidence is congruent with developing skill level				
Overall skill with specific client subgroups (<i>proficiency by completion of Internship, 6500</i>)	1	2	3	4
Ability to conduct individual counseling				
Ability to conduct co therapy				
Ability to conduct group therapy (as facilitator)				
Ability to conduct family counseling				
Ability to conduct couples and marriage counseling				
Ability to conduct counseling with minors				
Experience with diverse clientele				
Experience with depth of CL issues				
Experience with referral and or termination				

Counselor in Training Strengths:

Areas that need more attention for this Counselor in Training:

Recommended grade (s) of Instructor/Supervisor completing this form: _____

Adapted from Cristiani & George, 1995; Bernard & Goodyear, 2004; CACREP, 2008; NBCC; & Wong & Wong, 2003. Last revision 7/2009, SLH.

APPENDIX F
Webster University
Professional Counseling Degree Program

EVALUATION OF ON-SITE SUPERVISOR AND SITE BY STUDENT
(Complete this and turn in to practicum instructor by last week of course)

NOTE: This form should be completed by the student and given to the Webster University Counseling coordinator at the conclusion of the Practicum experience at a given setting.

Student Name: _____ Term & Year: _____

Name of Practicum Facility and contact information:

On-Site Supervisor's Name and license title: _____

Describe the setting and the type of clients with whom you worked and the problems they experienced.

You experienced and participated in all activities expected of a practicing counselor including **but not limited to** direct client hours, note taking and documentation, case conceptualization and treatment planning, referral process, intake, assessment, termination, staffing, and both individual and group counseling.

1 2 3 4

If not, list those you did not participate in:

The site provided necessary facilities and resources to perform your responsibilities while in the role of practicum student.

1 2 3 4

Your site supervisor used a theoretical approach and supervisory practices that were clear and consistent.

1 2 3 4

The site supervisor regularly referenced professional identity as a professional counselor.

1 2 3 4

This experience increased your professional development.

1 2 3 4

This supervisor increased your knowledge of and or exposure to ethical practice.

1 2 3 4

Your supervisor was always available and responsive during sessions and for immediate (crisis) consultation.

1 2 3 4

Your site supervisor met with you weekly and reviewed your counseling and interpersonal skills.

1 2 3 4

An official evaluation form was followed and presented weekly and at mid and end term.

1 2 3 4

Please provide any additional comments (e.g., on the advantages and/or disadvantages of this particular setting):

—

Appendix G
Webster University
Professional Counseling Degree Program

Weekly Clinical Hours Log
COUN 6000 Practicum and COUN 6500 Internship

*(Complete one of these forms for each week that you participate in field experience and provide a copy to the instructor; maintain a copy of **each** weekly log for licensure purposes)*

Student Name: _____ Campus: _____

Course: _____ Instructor: _____

Field Experience Site: _____

Supervisor Name and Contact #: _____

Direct Hours (list total hours for the week in each category):

Individual counseling	_____
Group counseling	_____
Couple counseling	_____
Marital counseling	_____
Family counseling	_____
Child or adolescent counseling	_____
Intake evaluation	_____
Testing or other assessment	_____
Other (describe)	_____

Total Direct Hours: _____

Indirect Hours (list total hours for the week in each category):

Preparation for class	_____
Review of audio or video tape sessions	_____
Preparation for direct work	_____
Supervision with site supervisor	_____
Group supervision with class	_____
Preparing records for client contact	_____
Staffing/Meetings	_____
Receiving/providing consultation	_____
Other (describe)	_____

Total Indirect Hours: _____

Total Hours for Week: _____

Students Signature: _____

Supervisor Signature: _____

Date: _____

Appendix H

Webster University
Professional Counseling Degree Program

Informed Consent and Statement of Confidentiality

(To be copied and provided to each client with original placed in client file on site)

Informed Consent

I, _____, (client) understand that this form is intended to help explain the process of receiving counseling services. I understand that _____, a counseling student at Webster University is a counselor in training (herein referred to as Student Counselor). This Student Counselor is working under the direct supervision of _____, a faculty member for Webster University and _____, a licensed supervisor for _____ (name of site). By signing at the bottom of the page, I agree to the following.

It has been explained to me that counseling services and psychotherapy have benefits and risks. Research has evidenced that receiving counseling services in times of emotional distress is more beneficial than receiving no counseling at all. Yet, there are no guarantees regarding treatment outcomes.

I understand that video or audio taping or live supervision may be used in counseling sessions. These tapes may be shared with other counseling students for purposes of training only. Tapes pertaining to counseling sessions will be maintained in a secured location and will be destroyed by the end of the practicum term or these counseling sessions.

I understand that I have the right to ask about any aspect of counseling or to terminate counseling sessions at any time.

I understand that I have the right to an explanation of any test/questionnaire I may be given, to decline participation in any such test or questionnaire, and to a summary, either verbal or written, of any test results/conclusions.

I understand that if I find myself in an emergency emotional situation (I feel like hurting myself or another), I agree to contact _____ (phone number of the nearest hospital emergency room) before I take any other action and ask for the mental health professional on call. I may contact my counselor in training or the named supervisor above after I contact the emergency room.

Statement of Confidentiality

I understand that there are specific situations in which my confidentiality may be broken and in which the Student Counselor and or supervisor is legally obligated to take actions that may be necessary to protect me or others from harm. If such a situation arises, it will be discussed with me before any action takes place.

I understand that the reasons for which my confidentiality may be broken include the following:

1. If it is suspect that a child or a vulnerable adult is being neglected and or abused,

2. If it is suspect that I, the client, present a clear and substantial danger to myself or other(s).
3. If there is a court order regarding the contents of my case.

Resulting actions may include contacting family members, seeking hospitalization, notifying potential targets, and notifying the police.

I understand that these counseling sessions may be terminated by me at any time and that the Student Counselor may, with advanced notice, refer me to another counselor. I also understand that the Student Counselor will end his/her relationship with this site at a set time and that I have been notified that sessions may not occur with this Student Counselor beyond _____ (date of end of field experience).

I understand that this summary is designed to provide an overview of confidentiality and the limits of professional counseling. I understand that this form is required to be signed to by me before professional counseling services can be provided.

I have read and understand the above and have had the opportunity to ask questions regarding the counseling process before revealing personal information about myself.

Client Signature

Printed Name

Date

Student Counselor Signature

Printed Name

Date

Licensed Supervisor Signature

Printed Name

Date